

FAST TRACK

WORKFORCE INCENTIVE GRANT



Enrollment Status Reporting

March 19, 2021



DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

Today's Webinar

- ▶ PLEASE keep your phone or computer microphone MUTED
- ▶ Submit questions via the chat function during the webinar
- ▶ Tell us who you are
- ▶ A link to the recorded webinar will be posted online and sent out via email

Today's Agenda

- ▶ Process Overview
- ▶ Report Overview
- ▶ Walk-through
- ▶ Operational Resources
- ▶ Promotional Resources
- ▶ Questions

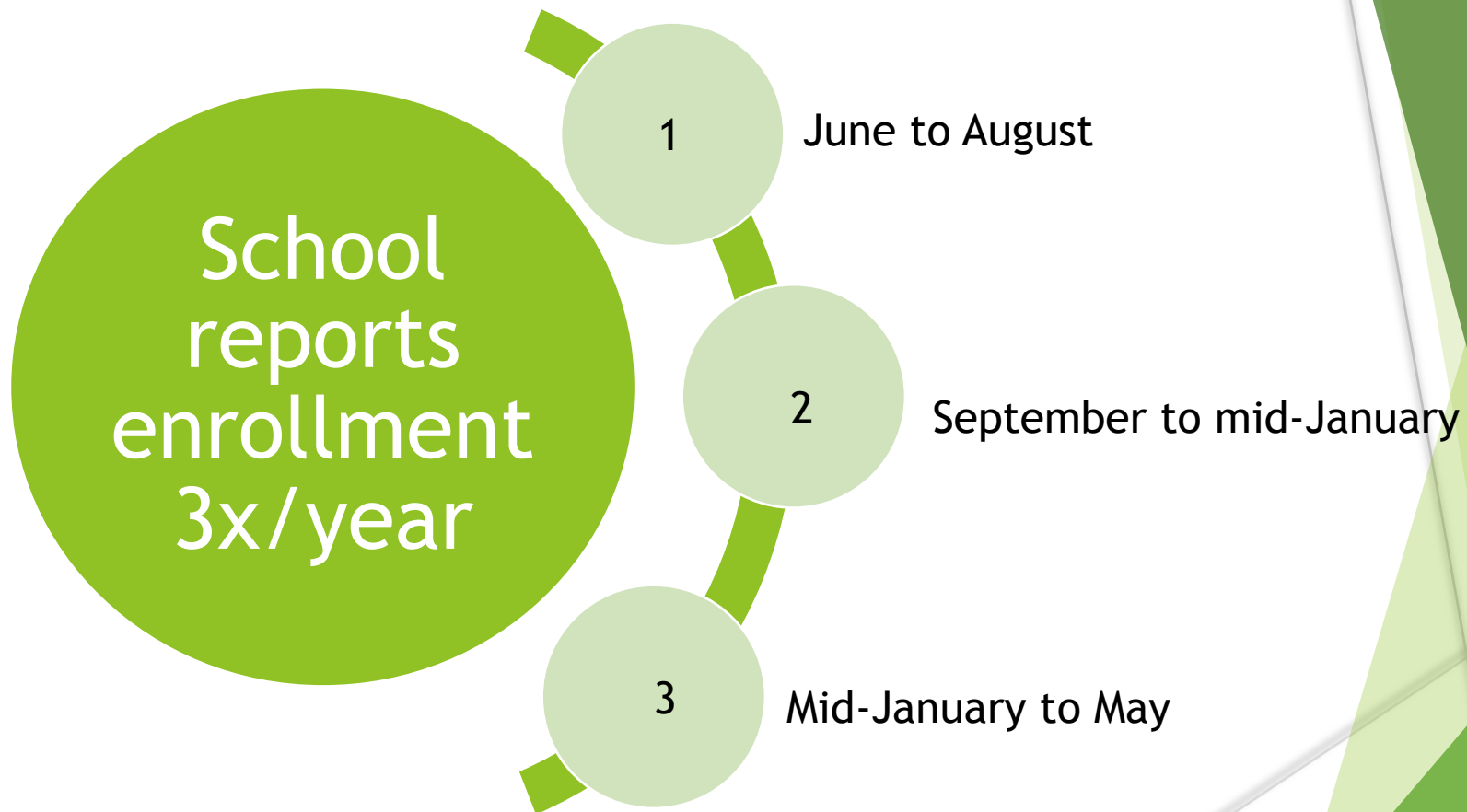
Process Overview

Why Report?

Ensure students enter the employment or repayment path at the appropriate time

Accurate status dates are extremely important, particularly for loan conversion

Timing



Who is on the report?

- ▶ Students with first payment within the reporting period
 - ▶ First report will include students paid from the program's inception to April 1, 2021
- ▶ Students who roll over from previous reports
- ▶ Students with first payment between reporting period dates appear on the next report
- ▶ Transfer students move from the report of their original school to the report of their transfer school
 - ▶ Transfer information provided through the Fast Track application or Student Portal, depending on the circumstances

Who Rolls Over to the Next Report?

- ▶ Students reported as enrolled at Least Half-time in a Fast Track Program
- ▶ Students in these statuses appear on the appropriate school's report for 12 months from the end of the last payment period in which they received payment:
 - ▶ At least half-time non-Fast Track program
 - ▶ Less than half-time
 - ▶ Not enrolled
 - ▶ Withdrawn
- ▶ Students who graduated with a certificate or associate's degree who re-enroll during grace period appear on the appropriate school's enrollment verification report

Who is Removed from the Report?

- ▶ Students reported as graduated with a bachelor's degree
- ▶ Students reported as graduated with a certificate or associate's degree who do not re-enroll
- ▶ Students reported as deceased
- ▶ Students previously reported in one of these statuses who did not re-enroll within 12 months:
 - ▶ At least half-time non-Fast Track program
 - ▶ Less than half-time
 - ▶ Not enrolled
 - ▶ Withdrawn

Status Dates

- ▶ Enter the date the status is being reported for the following statuses:
 - ▶ At Least Half-time Fast Track Program
 - ▶ At Least Half-time non-Fast Track Program
 - ▶ Less than Half-time (for entire reporting period)
 - ▶ Not Enrolled
- ▶ Enter the date the student entered the status for the following statuses:
 - ▶ Graduated
 - ▶ Withdrawn
 - ▶ Deceased
 - ▶ Less than Half-time (mid-reporting period)

Saving vs. Finalizing

► Saving

- Updates can be made & saved at anytime throughout reporting period, until report is finalized
- Student immediately notified of status & date each time they are changed/saved

► Finalizing

- Available only in last week of reporting period
- Report must be finalized by end of reporting period
- Once finalized, no additional changes (view only report & export to Excel still available)

Report Overview

Parameter Selection

- Select from MDHEWD established periods (Prior periods view only) ←
- Once Finalized no changes allowed & view-only drop-down field updates to Yes ←
- Always click Search to retrieve the report (filtered or unfiltered) ←

Fast Track Enrollment Status Report

* Indicates a required field.

* Academic Year:

2020-2021

* Reporting Period:

09/03/2020 - 04/01/20

Finalize:

No

Filter By:

Enter full or partial SSN or Name and press the Search button.

Search

Search

SSN	Last Name	First Name	*Enrollment Status	Degree Type	Status Date
111111111	BUNNY	BUGS	<input type="text"/>		<input type="text"/>
222222222	DUCK	DAFFY	<input type="text"/>		<input type="text"/>
333333333	PIG	PORKY	<input type="text"/>		<input type="text"/>
444444444	PIG	PETUNIA	<input type="text"/>		<input type="text"/>
555555555	FUDD	ELMER	<input type="text"/>		<input type="text"/>
666666666	MARTIAN	MARVIN	<input type="text"/>		<input type="text"/>
777777777	GONZALES	SPEEDY	<input type="text"/>		<input type="text"/>
888888888	YOSEMITE	SAM	<input type="text"/>		<input type="text"/>
999999999	BIRD	TWEETY	<input type="text"/>		<input type="text"/>

Save

Export to Excel

At least half-time Fast Track program
At least half-time non-Fast Track program
Deceased
Graduated from program
Less than half-time
Not Enrolled
Withdrawn

Degree Type drop-down
enabled/required only if
status is Graduated from
program

Associate Degree
Bachelor's Degree
Certificate < 1 Semester
Certificate = 1 Semester but < 1 Year
Certificate >= 1 Year but < 2 Year
Certificate >= 2 Year but < 4 Year

Home Page Reminder

14 days before end of reporting period:



The screenshot shows the homepage of the Department of Higher Education & Workforce Development's Postsecondary Institutions portal. The header is dark blue with the department's logo and name on the left, and "Postsecondary Institutions" on the right. Below the header is a navigation bar with links: Home, Student Information, Profile, Reports, and Financial. A red banner message states: "The current Fast Track enrollment reporting period of 09/03/2020 to 03/31/2021 is coming to a close. Click here to access the Enrollment Status Report." Below the banner, the text "PSI Home" is centered, followed by "Welcome Best Choice University - UPDATE".

DEPARTMENT OF
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Postsecondary Institutions

Home Student Information Profile Reports Financial

The current Fast Track enrollment reporting period of 09/03/2020 to 03/31/2021 is coming to a close.
Click here to access the Enrollment Status Report.

PSI Home

Welcome Best Choice University - UPDATE

Home Page Reminder

7 days before end of reporting period



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WORKFORCE DEVELOPMENT

Postsecondary Institutions

[Home](#)

[Student Information ▾](#)

[Profile ▾](#)

[Reports ▾](#)

[Financial ▾](#)

The current Fast Track enrollment reporting period of 09/03/2020 to 03/18/2021 is coming to a close. Please submit and finalize your students' enrollment statuses by the end of the reporting period.

PSI Home

Welcome Best Choice University - UPDATE

[View PSI Manual](#)

[View Archived Messages](#)



MoFastTrack.com

Display 7 Days Before End of Reporting Period

Fast Track Enrollment Status Report

* Indicates a required field.

* Academic Year: 2020-2021 ▼

* Reporting Period: 09/03/2020 - 03/18/20 ▼

Finalize: No ▼

Finalize Date:

Filter By:

Enter full or partial SSN or Name and press the Search button.

Search

888888888	YOSEMITE	SAM	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999999	BIRD	TWEETY	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Finalize Export to Excel

Finalize button appears

Finalize Confirmation

Reporting Period Finalization

Are you sure you want to finalize this Reporting Period? Selecting Yes will finalize the enrollment status and no further changes can be made and selecting No will return to the previous page with no changes.

YES

NO

Display After Report Finalized:

The screenshot shows the 'Fast Track Enrollment Status Report' interface. The 'Finalize' field is set to 'Yes' and the 'Finalize Date' is '01/06/2021 01:05 PM'. These two fields are circled in red. Below the form, a table displays student data. The 'Save' and 'Export to Excel' buttons at the bottom are also circled in red. Arrows point from the text on the left to the 'Finalize' and 'Finalize Date' fields.

Fast Track Enrollment Status Report

* Indicates a required field.

* Academic Year: 2020-2021

* Reporting Period: 09/01/2020 - 01/06/2021

Finalize: Yes

Finalize Date: 01/06/2021 01:05 PM

Enter full or partial SSN or name and press the search button.

Search

SSN	Last Name	First Name	Enrollment Status	Degree Type	Status Date
56	S	LA	At least half-time Fast Track program		01/06/2021
44	F	RO	At least half-time non-Fast Track program		01/06/2021

Save Export to Excel

- Finalize button disappears
- Save button is disabled
- Export to Excel is still available

Walk Through

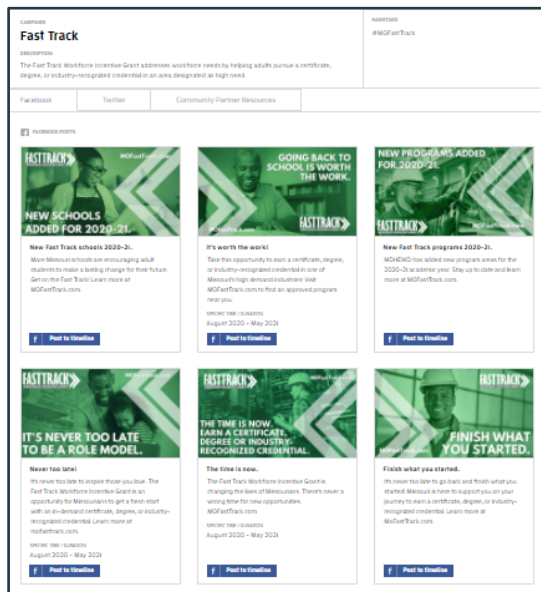
Operational Resources

- ▶ Fast Track Information for Educational Partners page of MDHEWD Website:
https://dhewd.mo.gov/initiatives/fasttrack_for_educators.php
 - ▶ Enrollment Status Reporting Guide
 - ▶ Certification Manual
 - ▶ Certification Template and Layout
 - ▶ Award Calculator for Independent Institutions
 - ▶ Approved Programs at Eligible Institutions
 - ▶ Program Overview
 - ▶ Webinar Recordings

Promotional Resources

Ready-to-share social media posts and downloadable materials available in our online toolkit

<https://thesocialpresskit.com/mdhewd>



Questions?

Program Operations

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Student Inquiries

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Online Comment Form

Want more Information?
Contact us by using the form below. Give us a brief description of your inquiry and we'll get back to you with more information.

Fast Track Comment Form

Name *

First Last

Email *

Phone Number *
 - -
aaa bbb cccc

Question or comment *